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## Data Entry Online Typing Specialist

### Description

We are looking for a dedicated Online Typing Specialist to join our remote data processing team. This role is centered on high-volume data transcription and digital record management. The ideal candidate will possess exceptional keyboarding skills and the ability to convert large batches of information into our digital systems with 100% accuracy. This is a fully remote position that requires a self-starter who can maintain productivity without direct supervision.

### Primary Responsibilities

- Transcribing handwritten, scanned, or audio-based information into digital text formats.
- Entering numerical and alphabetical data into company databases and cloud-based spreadsheets.
- Verifying the integrity of existing data by comparing it against source documents.
- Performing regular backups of entered data to ensure information security.
- Meeting daily and weekly typing quotas while maintaining error-free output.

### Requirements

- Demonstrated typing speed of at least 55-60 words per minute (WPM).
- Strong command of grammar, spelling, and punctuation.
- Ability to focus for extended periods on repetitive tasks.
- Proficient in using Google Workspace and basic data entry software.
- Reliable internet connection and a personal computer with up-to-date security software.

### Work Terms

- Compensation: \$17.00 – \$21.00 per hour.
- Employment Type: Contract / Full-Time.
- Location: 100% Remote / Work from Home.
- Benefits: Flexible hours and performance-based bonuses.

### Hiring organization

SwiftType Digital Services

### Employment Type

Full-time

### Job Location

Remote work from: United States

### Base Salary

USD 20 - USD 30

### Date posted

April 3, 2026

### Valid through

22.12.2026

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